

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION
Sustainability, Planning & Economic Enhancement Department
Small Business Development Division

New contract
 OTR
 CO
 SS
 BW
 Emergency
 Previous Contract/Project No: **IB8687-4/13**

Re-Bid
 Other
 LIVING WAGE APPLIES: ___ YES NO

Requisition/Project No: RQID1300128 Term of Contract: 1 Year 4 Options-to-renew

Requisition/Project Title: Animal Identification Microchips

Description: For purchase of implantable radio frequency (RF) pet identification chips, related scanners and data management services.

User Department(s): Animal Services
 Issuing Department: Procurement Contact Person: Denis Chung Phone: 375-3904
 Estimated Cost: \$120,000 Funding Source: General / Proprietary

ANALYSIS

Commodity/Service No: 875-34; 875-70		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here _____ if this is a New Contract/Purchase with no Previous History			
	EXISTING	2ND YEAR	3RD YEAR
Contractor:	Avid Identification Systems Inc.	(Same)	(Same)
Small Business Enterprise:	No		
Contract Value:	\$120,000	\$120,000	\$84,000
Comments:			
Continued on another page (s): ___ Yes <input checked="" type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

RECEIVED
 DEPT. BUSINESS DEV.
 2013 MAY 14 AM 9:51
 Signed: DChung

Date to SPEED-SBD: 5/14/2013
 Date Returned to ISD-PM: _____



IQ 8687- X

**THIS IS NOT
AN ORDER**

**INVITATION TO QUOTE
INTERNAL SERVICES DEPARTMENT
Procurement Management
111 NW 1st Street, Suite 1300
Miami, Florida 33128-1974**

QUOTATION No: IQ 8687- XX

DUE DATE: XX, 2013

TIME: 5:00 PM

TITLE: Animal Identification Microchips

CONTACT: Denis Chung

PHONE: 305-375-3904

FAX: 305-375-4407

E-mail: hcdc@miamidade.gov

The '*Cone of Silence*' is applicable to this Invitation to Quote. Requests for additional information or clarification shall be made in writing to the contact person identified on this solicitation. A copy of the request must also be filed with the Clerk of the Board to: CLERKBCC@miamidade.gov

1. PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of Animal Identification (I.D.) Microchips, including related products and database registry services, in conjunction with the needs of Miami-Dade County's Animal Services Department (ASD).

2. GENERAL TERMS AND CONDITIONS

All general terms and conditions of Miami-Dade County Procurement Contracts for '*Invitations to Bid/Quote*' can be viewed on the following site:

<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>

Persons and Companies that receive an award through Miami-Dade County's competitive procurement process, must anticipate the inclusion of these requirements in the resultant Contract where applicable. These standard general terms and conditions are considered non-negotiable and subject to the County's final approval.

3. TERM OF CONTRACT: ONE YEAR

The initial contract term shall be one (1) year, commencing on the first calendar day of the month following approval of the contract by the Board of County Commissioners or designee, unless otherwise stipulated in the '*Notice of Award Letter*' distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the one year period.

4. OPTION TO RENEW:

Prior to or upon completion of the initial term, the County shall have the option to renew this contract for an additional four (4) years on a year-by-year basis. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative and not a right of the bidder. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

Should the bidder decline the County's right to exercise the option period, the County will consider the bidder in default, which decision may affect that bidder's eligibility for future contracts.

5. METHOD OF AWARD:

Award will be made on a line item basis to the two responsive and responsible bidders who submit the lowest price for the items being awarded. The lowest priced bidder shall be designated as the primary and the second lowest as the secondary bidders respectively.

While the award will be made to multiple bidders to assure availability, the lowest priced bidder for each group shall have the primary responsibility to perform under this contract. Award to multiple bidders is made for the convenience of the County and does not exempt the primary bidder from fulfilling its contractual obligations. Failure of any bidder to perform in accordance with the terms and conditions of the contract may result in the bidder being deemed in breach of contract. The County may terminate the contract for default and charge the bidder re-procurement costs, if applicable.

6. PRICES

The prices proposed by an awarded bidder shall remain fixed for each twelve month period, as defined by the effective and expiration dates of the contract term. Prior to completion of each twelve month period, the County may consider an adjustment to increase or

decrease prices based on changes in the following pricing index: Bureau of Labor Statistics, Consumer Price Index (CPI), All Urban Consumers, All Items, Miami-Ft. Lauderdale Area.

It is the bidder's responsibility to request a price adjustment no less than ninety (90) days prior to the end of each twelve month period. Any request for an increase must be clearly substantiated by the bidder. If no adjustment request is received, the County will assume the bidder has agreed to the optional term being exercised without pricing adjustment.

It should be noted that such an adjustment may affect a bidder's designation status as primary or secondary, respectively. It should be further understood that the County reserves the right to reject any price adjustment request and/or terminate the contract based on such price adjustments.

7. PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. The County reserves the right to award these similar items to the primary or secondary contract bidder based on the lowest price quoted, or to acquire the items through a separate solicitation.

8. SCOPE

It is the intention of the County to solicit quotes for Animal I.D. Microchips, related scanners and database registry services, for pet registrations facilitated by the County's Animal Services Department (ASD).

9. SPECIFICATIONS

A. Microchips

- (1) Shall use either the 125 kHz or 134.2 kHz frequencies as approved by the U.S. Department of Agriculture (USDA).
- (2) Kits shall include one (1) sterile single-use disposable syringe with microchip ready for implanting, with minimum of four (4) peel-and-stick pre-printed labels with the unique alpha-numeric I.D. with standard UPC markings.
- (3) The alpha-numeric I.D. shall not exceed fifteen (15) characters.
- (4) Shall have a minimum operating life of twenty-five (25) years from date of implant.
- (5) Shall be passive powered (scanner activated).
- (6) Shall not be affected by x-rays.

B. Scanners

- (1) A minimum of forty (40) Radio Frequency Identification (RFID) scanners shall be provided at no cost to the County, to meet operational needs. Delivery of all scanners shall not exceed ninety (90) days past the contract effective date.
- (2) Shall at a minimum, be able to detect and display the three most commonly used frequencies (125, 128 & 134.2 kHz).
- (3) Shall be capable of bi-directional swiping/reading ("forward and backward").
- (4) Shall be portable, battery powered.
- (5) Repairs, loaners or replacements shall be provided within five (5) business days at no cost to the County.

C. Database Registry Services

- (1) Awarded bidders shall provide and maintain pet registration data for all microchips implanted by ASD.
- (2) And shall be compatible with the animal shelter's "Chameleon" database to allow for exporting/importing of data.
- (3) Initial registration data shall, at a minimum, remain available to ASD for the life of the animal in the event the owner fails to renew registration with the successful bidder.
- (4) And shall be accessible at a minimum via online or mail, 24 hours per day, 7 days per week, 365 days per year (24/7/365)
- (5) And shall be refreshed monthly to reflect all activity including but not limited to; new registrations, returns and re-adoptions.
- (6) Recovery service, including national registry, shall be available 24/7/365.
- (7) Technical support shall be available at a minimum during regular business hours Monday to Friday, 8:00am – 5:00pm

D. Operational Costs

- (1) **Initial registration shall be at NO COST to pet owners or the County.** Subsequent annual registration and/or optional services may be at the pet owner's expense.
- (2) Cost of operating/maintaining the database shall be included in the price quoted.



IQ 8687- X

THIS IS NOT AN ORDER

COMPANY NAME: _____ FEIN: _____

10. PRICE

Item	Estimated Quantity	Description	Unit Price
1	15,000	125 kHz Microchip kits, inclusive of related equipment and database services as described herein. Make & Model: _____ Manufacturer: _____	\$ _____

Item	Estimated Quantity	Description	Unit Price
2	5,000	134.2 kHz Microchip kits, inclusive of related equipment and database services as described herein. Make & Model: _____ Manufacturer: _____	\$ _____

INSTRUCTIONS TO BIDDERS

1. No sealed quote required. Bidders may submit their written quotation by:
 - Fax to 305-375-4407. Contact the officer by telephone (305-375-3904) prior to sending a faxed quote.
 - Mail or deliver in person to:

Miami-Dade County
Procurement Management Services
111 NW 1st Street, Suite 1300
Miami, Florida 33128-1974
Attention: Denis Chung
 - E-mail to the officer identified on the front of this solicitation (hcdc@miamidade.gov)
2. Quotes received after the time and date specified may not be accepted.
3. Prior to the closing date, requests for additional information or clarification must be made in writing to the person identified on the front of this solicitation. The County will issue additional information by written addenda. It is the bidder's responsibility to assure receipt of all such addenda.



IQ 8687-

THIS IS NOT AN ORDER

TITLE: Animal Identification Microchips

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.

Place a check mark here only if bidder has such conviction to disclose to comply with this requirement.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business locally headquartered within the limits of Miami-Dade County (or Broward County in accordance with the Inter-local Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) shall render the bidder ineligible for Local Preference.

LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of the original solicitation.

Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP.

The address of the locally-headquartered office is _____

LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

Addenda Received: Yes No If yes, please indicate the number of addenda received: _____

It is hereby certified and affirmed that the bidder shall accept any awards made as a result of this quotation. Bidder further agrees that prices quoted will remain fixed for a minimum of one hundred and twenty (120) days from due date of quotation. If awarded a purchase order or contract as a result of this solicitation, bidder further agrees that prices quoted shall remain fixed and firm for the term of the contract.

FAILURE TO COMPLETE AND SIGN THIS FORM RENDERS YOUR QUOTE NON-RESPONSIVE AND INELIGIBLE FOR AWARD

Authorized Signature: _____ Title: _____
Print/Type Name: _____ Phone: _____
E-mail: _____ Fax: _____
Firm Name: _____ F.E.I.N. No.: ____/____-____/____/____/____/____
Address: _____ City: _____ State: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. THE COUNTY MAY HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.

Do you accept purchasing /credit cards? YES____ NO____

